



## ***INTERNET FILING OF***

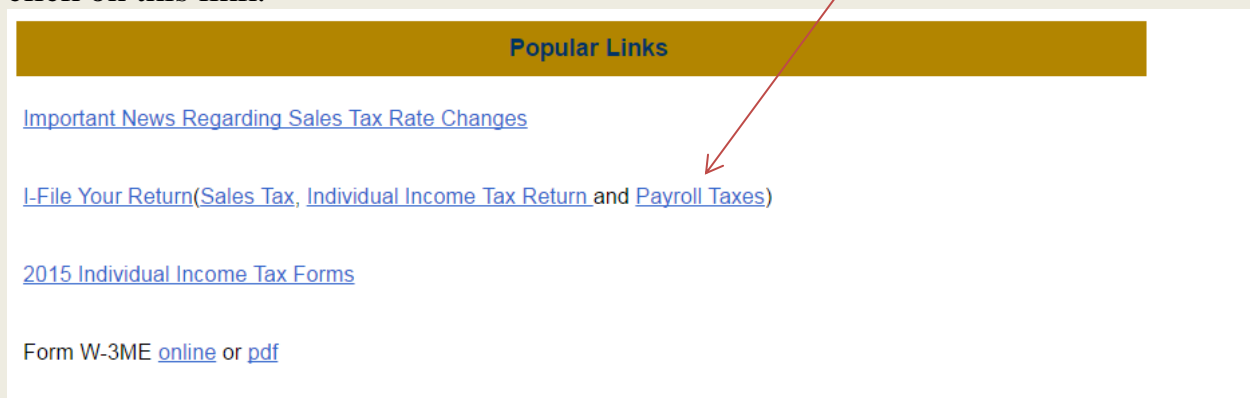
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## ***UNEMPLOYMENT INSURANCE TAXES***

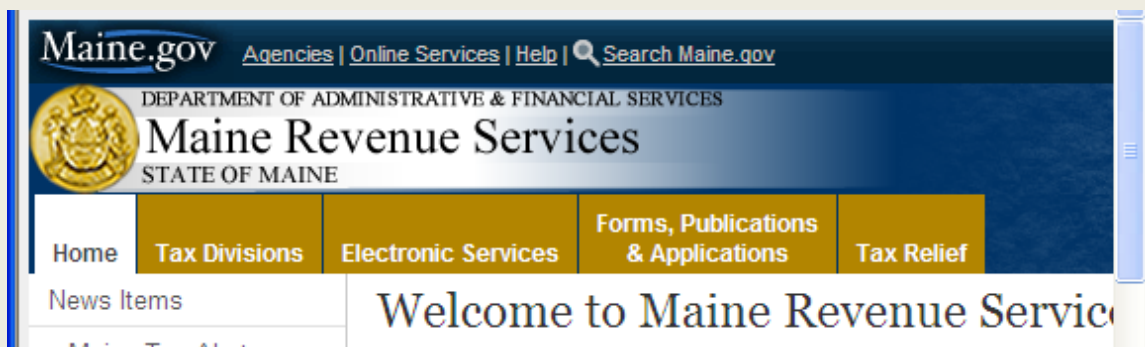
The purpose of this document is to provide a general overview of the registration/filing process for Internet filing of Maine unemployment contributions quarterly returns. It does not cover all situations/scenarios. If additional help is needed, please call the withholding unit at (207)626-8475, select option, then option 4.

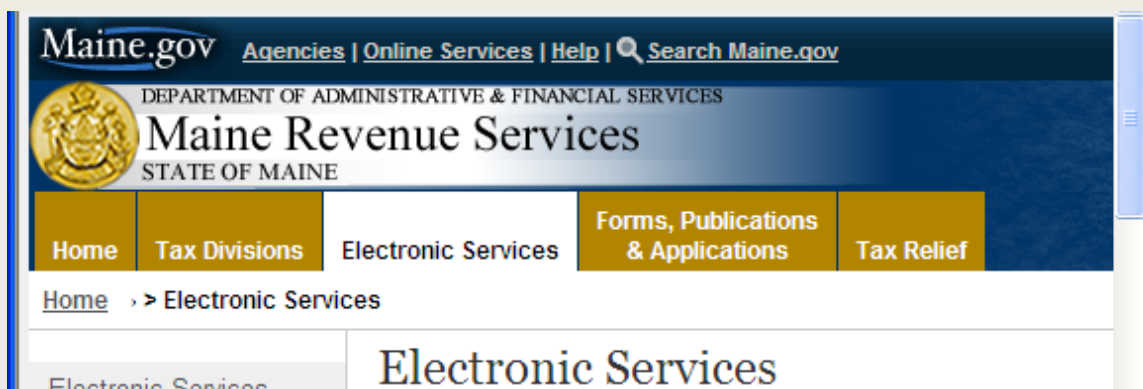
To access the Maine Internet filing application for unemployment contributions tax a user will go to the Maine Revenue Services (MRS) internet home page at [www.maine.gov/revenue](http://www.maine.gov/revenue).

From the MRS homepage the user may access the filing application in one of two ways: scroll down to 'Popular Links', there is a bullet 'I file your return', which is followed by a set of parenthesis, the last item in the parenthesis is 'Payroll Taxes', click on this link.

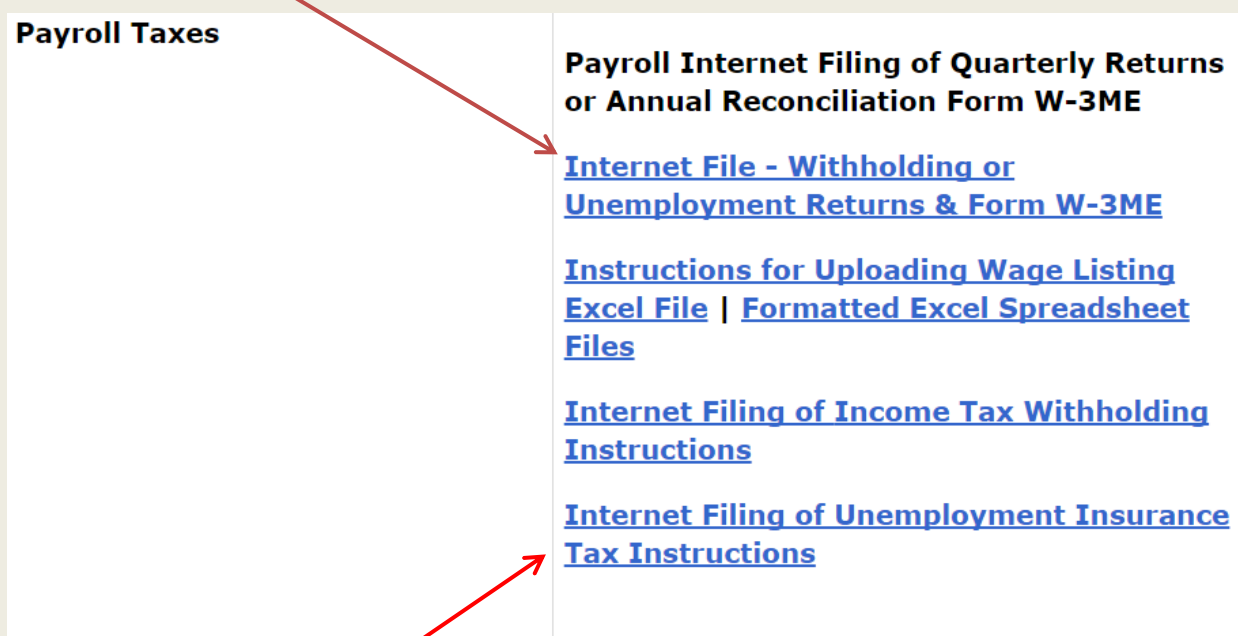


Alternatively, click on 'Electronic Services' at the top of the homepage.






On the Electronic Services page scroll down to the section ‘Payroll Taxes’ and click on the link ‘Internet file – Withholding or Unemployment Returns & Form W-3ME’



The Internet Filing of Unemployment Insurance Tax Instructions link will bring up detailed instructions on how to file Unemployment Contributions returns.

Once at the Internet return filing page, <https://portal.maine.gov/cqr/>, it may be saved as a favorite or entered into a shortcut to increase ease of access.



**STATE OF MAINE**

Maine Revenue Services  
and  
Department of Labor

Welcome to the Maine Internet Filing System for quarterly withholding and unemployment contribution returns and the annual W-3ME return. This site is designed to provide you with a convenient and secure method of filing your quarterly return and annual W-3ME return electronically.

**Quarterly Returns:** The system will pre-fill portions of Schedules 1 and 2 for you, thereby reducing the time it takes to complete the filing process. If you maintain wage and withholding data using software capable of exporting an Excel file, you may complete Schedule 2 by uploading a file containing the required information. You may use this system to file original returns for all quarters of the current calendar year (including future quarters) and for any of several recent prior quarters. However, all amended returns must be filed on paper. If you are interrupted or lose your connection during the filing process, you may resume filing beginning with the last page that you completed.

**W-3ME Returns:** You may use this system to file your annual Reconciliation of Maine Income Tax Withheld. If you are interrupted or lose your connection during the filing process, you may resume filing beginning with the last page that you completed.

For more information about filing quarterly returns or the annual W-3ME return, please [read the instructions](#) and [view the important information](#) file. Please review additional instructions for entering employee wage or withholding data when you come to that section.

If you have questions about this system or would like assistance using it, please email the Withholding Unit at [withholding.tax@maine.gov](mailto:withholding.tax@maine.gov) or call the Withholding Line at **(207) 626-8475**, select 1, then option 4 on the menu. Thank you for filing your return electronically.

When you are ready, select the "Begin" button below to start filing your return.

After reading the information on the page, click on the 'Begin' button. This will bring up the login page.

**Maine Revenue Services and Department of Labor**

**Internet Filing Account Information**

Please complete the following information to access your account. When you are finished, select the "Next" button.

Account Number	<input type="text"/>
<ul style="list-style-type: none"><li>• To file your Quarterly Withholding return, enter your 11 digit Maine Withholding Account ID assigned by Maine Revenue Services.</li><li>• <b>NEW</b> To file your Quarterly Unemployment Contributions return, enter your 10 digit Maine Unemployment Contributions Account ID assigned by the Maine Department of Labor.</li><li>• To file your W-3ME Annual Reconciliation, enter your Maine Withholding Account ID.</li></ul>	
Taxpayer ID Number (Enter Federal ID number, except sole proprietors enter Social Security number)	<input type="text"/> (9 digits, no dashes.)
Password - Must be six (6) characters. (Asterisks will show for security.) <a href="#">See password instructions</a>	<input type="password"/>

[Instructions](#)   [Important information](#)

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1. In the first box enter the 10 digit Maine employer account ID assigned by the Maine Department of Labor.
2. In the second box, enter the FEIN, if the business has one. If the business is registered with MRS as a sole proprietor, then enter the SSN of the registered owner.
3. Enter your password in the third box. First time users must create a password. The password must be six characters, can be any combination of letters and/or numbers, and is case sensitive. Returning users will enter their already established password.

Click 'Next'.

New users will be presented with a Business Information page.

## Maine Revenue Services and Department of Labor

### Business Information

<b>Password</b>	
* Confirm Password	<input type="text"/> (Six characters, numbers, or letters only)
<b>Company Information</b>	
Company Name	<input type="text"/>
Street Address Line 1	<input type="text"/>
Street Address Line 2	<input type="text"/>
City	<input type="text"/>
State/ Province	-Select- <input type="text"/> Zip Code <input type="text"/>
<b>Owner Information</b>	
Company Name	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Middle Initial	<input type="text"/>
<b>Contact Information</b>	
* Contact Name	<input type="text"/>
* Phone Number	<input type="text"/>
* E-mail Address	<input type="text"/>
Preparer ID	<input type="text"/>
<b>Responsible Individual Information</b>	
Name	<input type="text"/>
Street Address Line 1	<input type="text"/>
Street Address Line 2	<input type="text"/>
City	<input type="text"/>
State/ Province	-Select- <input type="text"/> Zip Code <input type="text"/>
Phone Number	<input type="text"/>
E-mail Address	<input type="text"/>
<b>AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)</b>	
This application will not accept financial institution banking information for an account located outside the U.S. and its territories.	
I, hereby authorize Maine Revenue Services, hereinafter called "MRS," to initiate debit entries to my	
	<input type="radio"/> Checking
	<input type="radio"/> Savings
Nine-digit routing number	<input type="text"/>
Bank account number	<input type="text"/>
This authorization is to remain in full force and effect until MRS has received written notification from me of its termination in such a time and in such a manner as to afford MRS and my bank a reasonable opportunity to act on it.	
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/> <input type="button" value="Exit"/>

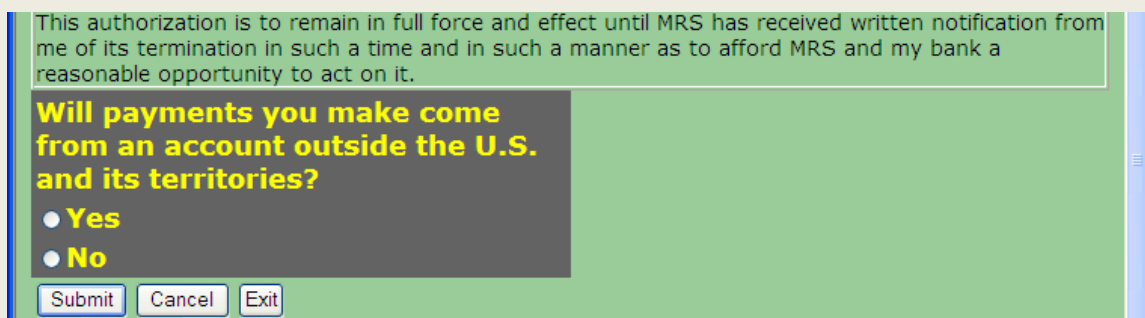
\* Indicates a required field.

User will enter the required information by reentering/confirming the password, entering the contact name, phone number (10 digits, no dashes), e-mail address

(used to send password via 'I forgot my password' and to send filing reminders to those without a confirmed return 2 days prior to the filing deadline).

New filers will be required to register separately for Maine withholding and Maine unemployment. The password may be the same or different, and the Business Information page must be completed for both accounts.

Banking information can be entered to facilitate electronic payment of your tax liability. Upon entering the bank routing number, a required question is presented and must have either 'Yes' or 'No' selected. This will only be presented on initial set up or when banking information is changed.



This authorization is to remain in full force and effect until MRS has received written notification from me of its termination in such a time and in such a manner as to afford MRS and my bank a reasonable opportunity to act on it.

**Will payments you make come from an account outside the U.S. and its territories?**

☐ Yes

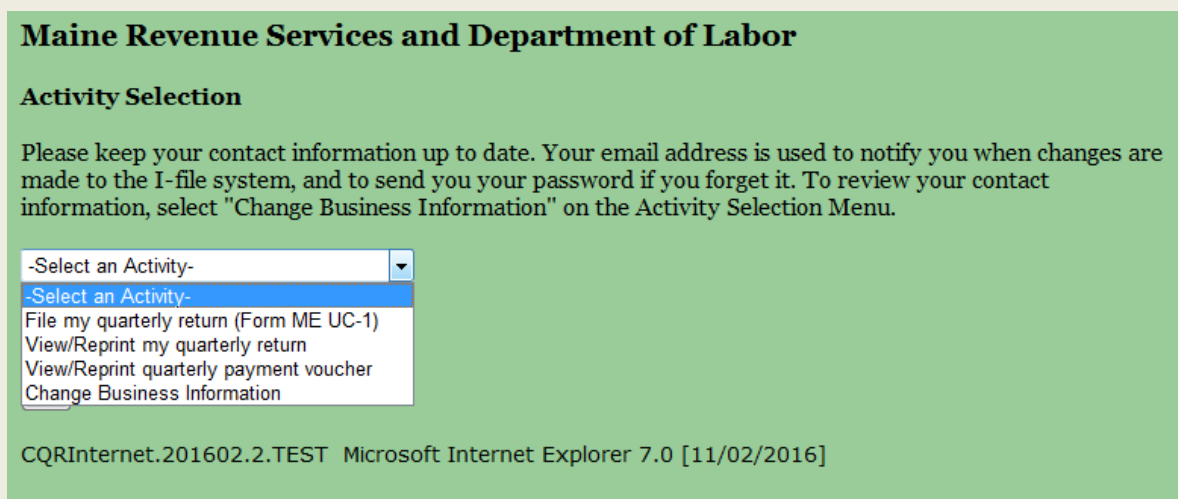
☐ No

Submit Cancel Exit

Click 'Submit'.

Activity Selection page is presented. The Activity Selection page provides access to all of the functions available within the I file application.

Click on the activity box down arrow.



**Maine Revenue Services and Department of Labor**

**Activity Selection**

Please keep your contact information up to date. Your email address is used to notify you when changes are made to the I-file system, and to send you your password if you forget it. To review your contact information, select "Change Business Information" on the Activity Selection Menu.

-Select an Activity-

- Select an Activity-
- File my quarterly return (Form ME UC-1)
- View/Reprint my quarterly return
- View/Reprint quarterly payment voucher
- Change Business Information

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Select the desired activity, and then click 'Next'. When selecting 'File my quarterly return' the filing period selection is presented.

## Maine Revenue Services and Department of Labor

### Activity Selection

Please keep your contact information up to date. Your email address is used to notify you when changes are made to the I-file system, and to send you your password if you forget it. To review your contact information, select "Change Business Information" on the Activity Selection Menu.

File my quarterly return (Form ME UC-1) ▾

### Filing Period

-Select Quarter End Date- ▾

-Select Quarter End Date-

09/30/2016

12/31/2016

09/30/2015

12/31/2015

03/31/2016

06/30/2016

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The application supports the filing of six calendar quarters; the four quarters of the current year, as well as the third and fourth quarter of the prior year. The filing period drop down list is updated February 1<sup>st</sup>, each year. Select the end date of the quarter for which you want to file, and click on 'Next'. This will present the correct return for the quarter selected.



## Maine Revenue Services

### Unemployment Contribution Report

ME UC-1 For the period 07-01-2016 through 09-30-2016

BUSINESS TEST

UC Employer account No. 0235236001 FEIN: 111670010

**If you have no employment in the payroll period and want to file a zero return, please check this box and select the Next button.**



#### UNEMPLOYMENT CONTRIBUTIONS REPORT

	1st month	2nd month	3rd month
1. For each month, the total of all full-time and part-time workers who worked during, or received pay reportable for unemployment contributions purposes for the payroll period which includes the 12th of each month. If you had no employment in the payroll period, enter zero (0).	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Number of female employees included on line 1. If none, enter zero (0) or leave blank.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Total Gross Reportable Wages Total unemployment compensation gross wages paid this quarter (from schedule 2 line 15)		<input type="text" value="\$0.00"/>	<input type="text"/>
4. Excess Wages (see Instructions).		<input type="text" value="\$0.00"/>	<input type="text"/>

NOTE: The taxable wage base is \$12,000 for each employee

Was this return prepared or completed by a paid preparer? ☐ Yes ☐ No

[Next](#)

[Back to Activity Selection Screen](#)

[Save and Exit Application](#)

[Instructions](#) [Important information](#)

To file a zero return indicating no employee wages for the quarter, check the box at the top right of the form.

**Maine Revenue Services**

**Unemployment Contribution Report**

ME UC-1 For the period 07-01-2016 through 09-30-2016

BUSINESS TEST  
UC Employer account No. 0235236001 FEIN: 111670010

**If you have no employment in the payroll period and want to file a zero return, please check this box and select the Next button.** ☐

**UNEMPLOYMENT CONTRIBUTIONS REPORT**

	1st month	2nd month	3rd month
1. For each month, the total of all full-time and part-time workers who worked during, or received pay reportable for unemployment contributions purposes for the payroll period which includes the 12th of each month. If you had no employment in the payroll period, enter zero (0).	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Number of female employees included on line 1. If none, enter zero (0) or leave blank.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Total Gross Reportable Wages Total unemployment compensation gross wages paid this quarter (from schedule 2 line 15)		\$0.00	<input type="text"/>
4. Excess Wages (see Instructions).		\$0.00	<input type="text"/>

NOTE: The taxable wage base is \$12,000 for each employee

Was this return prepared or completed by a paid preparer? ☐ Yes ☐ No

[Instructions](#) [Important information](#)

Otherwise, enter the return data. The user may notice some lines missing as compared to the paper form. This is because the I file application will do all math calculations based on the data entered and the UI rates for the period being filed, based on the rates on the MRS system.

Answer the question: Was this return prepared or completed by a paid preparer? Click 'Next'.

If 'Yes' is checked on the preparer question, enter the paid preparer information.

**NOTE:** The taxable wage base is \$12,000 for each employee

Was this return prepared or completed by a paid preparer? ☒ Yes ☐ No

Enter Paid Preparer EIN.  (Numbers only)

Check this box if the preparer is licensed to provide payroll services in Maine. ☐

Enter the preparer's Maine Payroll Processor License Number.

[Instructions](#)
[Important information](#)

If 'No' is checked, or after entering the preparer info and clicking 'Next', the completed, calculated return is presented.

## Maine Revenue Services

### Unemployment Contribution Report

ME UC-1 For the period

07-01-2016 through 09-30-2016 .

**BUSINESS TEST**

UC Employer account No. 0235236001 FEIN: 111670010

	1st month	2nd month	3rd month
1. For each month, the total of all full-time and part-time workers who worked during, or received pay reportable for unemployment contributions purposes for the payroll period which includes the 12th of each month. If you had no employment in the payroll period, enter zero (0).	2	2	2
2. Number of female employees included on line 1.	1	1	1
3. Total Gross Reportable Wages paid this quarter.		\$15,000.00	
4. Excess Wages		\$12,000.00	
<b>NOTE:</b> The taxable wage base is \$12,000 for each employee			
5. Taxable Wages paid in this quarter (line 3 minus line 4).		\$3,000.00	
6a. UC Contribution Rate.		0.0000	
6b. UC Contributions Due (line 5 times line 6a).		\$0.00	
7a. CSSF Rate.		0.0000	
7b. CSSF Assessment (line 5 times line 7a).		\$0.00	
8. Total Contributions and CSSF Assessment due (line 6b plus line 7b).		\$0.00	

Verify the return is correct and click 'Next'.  
The Wage detail page will be presented.

### Wage Detail

You must include the wage detail information for all payees included in this report. The sum of each column on the detail pages must agree with the corresponding amounts entered in page one of the return.

You may choose how you would like to enter this information. You can key this information in or upload an Excel file containing the required data. Click here for [more information and detailed instructions](#) about how to upload a file with your information.

How would you like to enter your wage detail information?

I will upload an Excel file containing my information. (Click Browse, then select the file you want to load.)

I will key all my payee detail now.

OR

Alphabetical Order ☒ Numerical Order ☐

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On this page you will have the option to enter employee information manually by keying it in, or a formatted Excel spreadsheet with employee data may be uploaded. Formatted spreadsheets along with spreadsheet instructions are available on the MRS Electronic Services page.

To enter employee information manually click on 'Enter Detail'. Schedule 2 will be presented.

### Schedule 2 - Unemployment Contribution Wages Listing

Alter any data, **except SSN changes**, by highlighting the contents of the box and typing in new data. Enter new employees in the blank boxes at the end of this section. For SSN changes, check the delete box and re-enter SSNs correctly. Select "Next Page" to get the next page of employees or blank boxes. When you have finished entering data select "Done".

<input type="button" value="Next Page"/>	<input type="button" value="Previous Page"/>	<input type="button" value="Go To Top"/>	<input type="button" value="Go To End"/>	<input type="button" value="Done"/>
Delete	Payee Name (Last First MI)	Social Security Number	UC Gross Wages Paid	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	

First time users will enter the complete SSN without dashes/hyphens, the employee total gross wages for the quarter, and the employee name without any punctuation. Entering periods, commas or any other punctuation will cause an error message to be displayed. You cannot truncate the employee SSN. For returning users, the system will present the data for the employees that were listed on the last I-filed return. Make any additions or deletions needed for changes in employees.

## Schedule 2 - Unemployment Contribution Wages Listing

Alter any data, **except SSN changes**, by highlighting the contents of the box and typing in new data. Enter new employees in the blank boxes at the end of this section. For SSN changes, check the delete box and re-enter SSNs correctly. Select "Next Page" to get the next page of employees or blank boxes. When you have finished entering data select "Done".

Line 1 Name contains invalid character(s). Valid character(s): A-Z, a-z, 0-9, ', #, @, \*, :, ;, &, /, -, +, (, ), %

Next Page	Previous Page	Go To Top	Go To End	Done
Delete	Payee Name (Last First MI)	Social Security Number	UC Gross Wages Paid	
<input type="checkbox"/>	TEST, FRANK C.	111670001	7500.00	
<input type="checkbox"/>			0.00	
<input type="checkbox"/>			0.00	
<input type="checkbox"/>			0.00	

The application will validate that the total gross wages equal the amount entered on line 6 of the return and the total withheld amount equals the amount entered on line 1 of the return. When the totals do not equal, an error will be presented:

### Reconciliation of Wage Detail

#### ERROR DETECTED

The total of your entries on Schedule 2 do not equal your return.

Sum of wages entered on Schedule 2	7,500.00
Total gross reportable wages from line 3	15,000.00
Difference	-7,500.00

Please make changes to your return, or to Schedule 2. Check your records carefully before proceeding.

Change Schedule 2

Change My Return

Save and Exit Application

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Once all errors are corrected, click 'Done' at either the top or bottom of the page. This will bring up a page displaying the completed return with a warning that the return is not filed until a confirmation number is received.

## Maine Revenue Services

### Unemployment Contribution Report

ME UC-1 For the period

07-01-2016 through 09-30-2016 .

BUSINESS TEST

UC Employer account No. 0235236001 FEIN: 111670010

**WARNING: Your return is not complete until you obtain a confirmation number by selecting the Next button below.**

#### UNEMPLOYMENT CONTRIBUTIONS REPORT

	1st month	2nd month	3rd month
1. Report the number of covered full-time and part-time workers who worked during or received pay for the payroll period which included the 12th of the month.	2	2	2
2. Number of female employees included above.	1	1	1
3. Total Gross Reportable Wages Paid This Quarter.		\$15,000.00	
4. Excess Wages		\$12,000.00	
<u>NOTE:</u> The taxable wage base is \$12,000 for each employee			
5. Taxable Wages.		\$3,000.00	
6a. UC contribution Rate.		0.0427	
6b. UC contributions Due (line 5 times line 6a).		\$128.10	
7a. CSSF Rate.		0.0006	
7b. CSSF Assessment (line 5 times line 7a).		\$1.80	
8. Total contributions and assessment due (line 6b plus line 7b).		\$129.90	

[Next](#)

[Save and Exit Application](#)

[Change my return](#)

[Instructions](#) [Important information](#)

[Print Wage Detail](#)

Verify all data on the return is complete. If there are errors, click 'Change my return' to go back to the first page and make changes to the return. If everything looks good, click 'Next'. This will bring up the payment options page:

## PAYMENT OPTIONS

**Due date for this return and payment of the amount due ( \$129.90 ) is 10-31-2016 .**  
**If you do not make payment by the due date, you will be subject to interest and penalties.**

Please choose one of the following four options to pay your tax:

☐ ACH Debit method

I would like Maine Revenue Services to withdraw the amount I owe from my bank account. I understand that the full amount owed will be withdrawn on the date specified.

I would like to change my account information. Show me the [ACH Agreement](#) again.

☐ ACH Credit method

**I will pay the balance due by contacting my bank and initiating an ACH Credit payment.** I understand that I cannot use this payment method unless I am already registered with Maine Revenue Services as a credit method payer, and that payment is due by the date shown above.

☐ Check/ Submit payment via Maine EZ Pay (Maine EZ Pay link is available on the confirmation page.)

I will pay my tax in full by mailing a check and payment voucher (mail must be postmarked no later than the due date) or by submitting payment via the Maine EZ Pay internet application.

If you choose to pay by check, you must print a voucher. Make sure that your printer is turned on and is online. Please enclose the voucher with your check and mail to Maine Revenue Services. **Do not mail the return.**

If you submit your payment via Maine EZ Pay do not print payment voucher. Select submit and obtain confirmation number button to proceed to the confirmation page.

**Note: Your return is not complete until you obtain a confirmation number.**

[Submit my return and obtain confirmation number](#)

[Do not file my return](#)

[Instructions](#) [Important information](#)

To make a payment by ACH Debit, click the button next to ‘ACH Debit method’ to pay electronically. By selecting ACH Debit you are authorizing MRS to initiate a payment request to your bank for the amount shown on line 8 of the return.

Click ‘Submit my return and obtain confirmation number’. If banking information was entered in the Business Information page, the Affirmation page will be presented. If not, the bank account information page is presented:

Maine Revenue Services and Department of Labor

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)	
This application will not accept financial institution banking information for an account located outside the U.S. and its territories.	
I hereby authorize Maine Revenue Services, hereinafter called "MRS," to initiate debit entries to my:	
	<input type="radio"/> Checking <input type="radio"/> Savings
Nine-digit routing number	
Bank account number	
This authorization is to remain in full force and effect until MRS has received written notification from me of its termination in such a time and in such a manner as to afford MRS and my bank a reasonable opportunity to act on it.	
<input type="button" value="Submit and File My Return"/> <input type="button" value="Cancel"/> <input type="button" value="Save and Exit Application"/>	

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Once bank account information is entered, a security question is presented:

Maine Revenue Services and Department of Labor

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)	
This application will not accept financial institution banking information for an account located outside the U.S. and its territories.	
I hereby authorize Maine Revenue Services, hereinafter called "MRS," to initiate debit entries to my:	
	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Nine-digit routing number	111222333
Bank account number	12345
This authorization is to remain in full force and effect until MRS has received written notification from me of its termination in such a time and in such a manner as to afford MRS and my bank a reasonable opportunity to act on it.	
<b>Will payments you make come from an account outside the U.S. and its territories?</b> <input type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Submit and File My Return"/> <input type="button" value="Cancel"/> <input type="button" value="Save and Exit Application"/>	

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Maine Revenue Services and Department of Labor

**ACH DEBIT AFFIRMATION**

**Due date:** 04-30-2015

Please delay my electronic payment.

I authorize you to withdraw the amount due from my account on:  (mmddyyyy)

By clicking the "Affirm" button below, you will give permission to MRS to remove \$50.00 from the bank account specified in the ACH Agreement you have filed with MRS.

Use your browser's "Print" button to make a hard copy of this agreement.

Click on the "Cancel" button to return to the payment options screen and select another method.

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Enter the date for the payment to be debited from your bank account. If filing before the return due date the payment date can be any date from the present date to the return due date. If filing the return after the due date the payment date must be the current date.



## Maine Revenue Services and Department of Labor

### ACH DEBIT AFFIRMATION

**Due date:** 10-31-2016

Payment will be withdrawn within 3 business days.

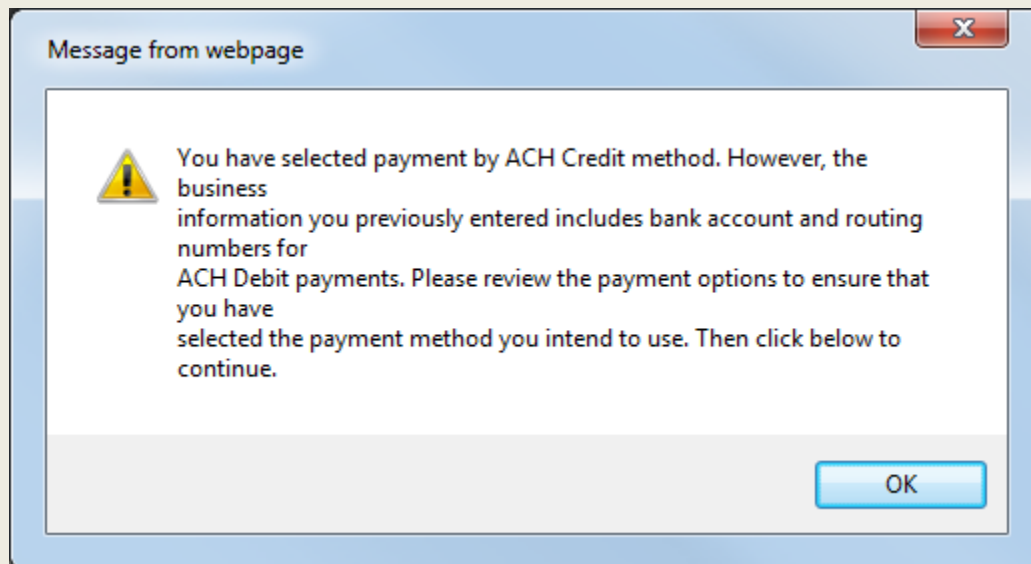
By clicking the "Affirm" button below, you will give permission to MRS to remove \$129.90 from the bank account specified in the ACH Agreement you have filed with MRS.

Use your browser's "Print" button to make a hard copy of this agreement.

Click on the "Cancel" button to return to the payment options screen and select another method.

Click on 'Affirm' to enter the payment. Click on 'Cancel' to return to the Payment Options page.

To make a payment by ACH Credit, click the button next to 'ACH Credit method' to pay electronically if you have previously registered with the MRS Electronic Funds Transfer Unit. By selecting the ACH Credit method you are indicating to MRS that you will go to your bank to initiate the sending of a payment to MRS. If banking information had previously been entered, a warning will be presented:



Click OK in the box, then click 'Submit my return and obtain confirmation number'. The Affirmation page will be presented:

## Maine Revenue Services and Department of Labor

### ACH Credit Affirmation

**Due date:** 10-31-2016

ACH Credit method payment requires that you arrange for your institution to pay **\$129.90** via Electronic Funds Transfer by the date above or immediately following the filing of a late return. Late payments are subject to interest and penalties.

If you are not currently registered with MRS as an ACH Credit method payer, please click the "Cancel" button below and select another method.

Click 'Affirm' to enter the payment. Click 'Cancel' to return to the Payment Options page.

To pay by check or Maine EZ Pay, click the button next to 'Check/ submit payment via Maine EZ Pay'. By selecting Check/EZ Pay the application will provide a payment voucher to be printed and included with payment if paying by check. If paying by Maine EZ Pay the user will log into the Maine EZ Pay application to initiate an ACH Debit payment. Disregard the payment voucher.

**YOUR RETURN HAS NOT BEEN  
FILED!**



\*1506403\*



**Maine Revenue  
Services  
Maine  
Unemployment  
Insurance  
Internet Payment  
Voucher  
11/02/2016**

Account Name	BUSINESS TEST		
UC Employment Account No.	0235236001	Amount due: \$	129.90
Federal EIN	111670010		
Period covered	07-01-2016 - 09-30-2016		
File on or Before	10-31-2016	Amount Remitted: \$	_____

Make checks payable to **Treasurer, State of Maine** in U.S. funds and write your account number on your check.

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*Cut on dotted line.*

Mail to:

MAINE REVENUE SERVICES  
INCOME TAX DIVISION  
PO BOX 9101  
AUGUSTA ME 04332-9101

TO MAKE PAYMENT BY CHECK: Print this voucher using the print button on your browser, and mail the top portion with payment to the address above.

TO MAKE PAYMENT BY MAINE EZ PAY: If you submit your payment via Maine EZ Pay do not print payment voucher. Select Submit my return and obtain confirmation number button to proceed to the confirmation page. EZ Pay link is available on the Confirmation page.

**You must select the "Submit my return and obtain confirmation number" button to complete the filing of your return.**

[Submit my return and obtain confirmation number](#)

[Return to payment option screen](#)

Print the payment voucher, then click 'Submit my return and obtain confirmation number'.

The confirmation number screen is presented.

**CONFIRMATION NUMBER**

You have successfully filed your Labor return for the [3rd Quarter of 2016](#) .

Your confirmation number is [999006806](#)

- Select the **View completed return** button to view or print your completed return.
- Select the **View payment voucher** button to see the payment voucher again.
- Click on link below to remit payment using **Maine EZ Pay**.

**Thank you for using Maine Revenue Services Internet Filing.**

[View completed return](#) [View payment voucher](#)

[Maine EZ Pay](#)

CQRInternet.201602.2.TEST

Click 'View completed return' to display/print the filed return. This return will have the confirmation number, date and time, and the payment method selected printed at the bottom of the return. Do not mail this copy to MRS, it is for your records.

## Maine Revenue Services

### Unemployment Contribution Report

ME UC-1 For the period  
07-01-2016 through 09-30-2016 .

BUSINESS TEST

UC Employer account No. 0235236001 FEIN: 111670010

**FILE COPY ONLY:DO NOT MAIL**

#### UNEMPLOYMENT CONTRIBUTIONS REPORT

	1st month	2nd month	3rd month
1. Report the number of covered full-time and part-time workers who worked during or received pay for the payroll period which included the 12th of the month.	2	2	2
2. Number of female employees included above.	1	1	1
3. Total Gross Reportable Wages Paid This Quarter.		\$15,000.00	
4. Excess Wages		\$12,000.00	
<u>NOTE:</u> The taxable wage base is \$12,000 for each employee			
5. Taxable Wages paid in this quarter (line 3 minus line 4)		\$3,000.00	
6a. UC contribution rate.		0.0427	
6b. UC contributions due (line 5 times line 6a).		\$128.10	
7a. CSSF rate.		0.0006	
7b. CSSF Assessment (line 5 times line 7a).		\$1.80	
8. Total contributions and CSSF assessment due (line 6b plus line 7b).		\$129.90	

Your confirmation number is 999006806

Your return was confirmed on 11/02/2016 03:27 PM

Payment type [Check/EZ Pay](#)

**To print this form, simply use your browser's Print button.**

[File another return](#)

[Payment Voucher](#)

[Exit](#)

[Print Wage Detail](#)

Selecting 'File another return' will take you back to the log in page. Clicking 'Payment Voucher' will present the voucher to be printed. Clicking 'Print wage data' will present Schedule 2. The bottom of each page will display the MRS application being used along with your internet browser being utilized to file the return.